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**MAX
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LABS** VIENNA

GENERAL ADMINISTRATIVE RULES OF THE BIOOPTICS FACILITY

Version 3.5

Updates in red – see Pages 1, 17

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1 Access:

Facility Location: All microscopes and other optical instruments are centrally located in building VBC5, Level E1. MPL people can use their electronic keys to be granted access 24/7 to the building, level E1 and also to the CIBIV-located room 1.723, respectively. The *microscope rooms* have to be kept *unlocked all the time* – all doors have a panic lock installed. In case the facility room doors are locked, use the key from the key safes (locations and codes announced during training). Use these keys to open the door and put them back into the key safe IMMEDIATELY.

Image processing room: Access to the “PhD & PostDoc room” (6th floor, 6.508) in MPL main building should be granted to all microscopy users via their electronic keys. In case your keys don’t unlock the door, please contact the technical manager (attila.gyoergy@maxperutzlabs.ac.at – and cc’ the facility staff), stating that you are a registered facility user and need room access to use the image processing workstations. In this room you MUST STRICTLY obey the “quiet room”-rules published at the entrance door.



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2 Facility Rooms:

An architectural overview of the respective facility rooms and the instrumentation contained can be downloaded directly from the biooptics facility homepage at https://www.maxperutzlabs.ac.at/fileadmin/user_upload/Facilities/BioOptics_-_Light_Microscopy/way_to_the_facility_actual.pdf. All rooms are equipped with land-line telephones (+43-4277-ext.):

Room	Telephone Extension	Room Name
1.320	61677	“Microscopes 2”
1.318	61679	“Microscopes 3”
1.223	61678	“Microscopes 1”
4.616	n.a.	“Tissue Culture”
1.723	61675	“Microscopes 4” (CIBIV)
6.508 (MPL Main Bldg.)		“Image Processing” (PhD&Post-Doc Room)

Room 1.723 is located at CIBIV. See the map linked above – the exit doors of the facility floor and the entry door to CIBIV (both doors labeled to find 1.723) can be opened with your electronic keys. Please always use this route back and forth and don’t walk through the CIBIV area.



3 Booking:

By May 2nd, 2022 all facility microscopes can only be booked via PPMS/Stratocore. Get registered for PPMS at: <https://www.intranet.mfpl.ac.at/index.php?mid=32&smid=2> . You will receive a default password for your first login at the Max Perutz Labs PPMS site: <https://ppms.eu/maxperutzlabs> . MANDATORY to complete your registration is changing the password and to digitally acknowledge the BioOptics documents “General Administrative Rules” and “Laser Safety Instructions”. The IT department will activate your account and grant booking permission on the microscope, you have so far been granted access to.

Book via <https://ppms.eu/maxperutzlabs> . A detailed “how to create a booking” instruction is available at the Biooptics facility homepage: [https://www.maxperutzlabs.ac.at/fileadmin/user_upload/Facilities/BioOptics -
Light Microscopy/training/PPMS HowToCreateABooking actual.pdf](https://www.maxperutzlabs.ac.at/fileadmin/user_upload/Facilities/BioOptics_-_Light_Microscopy/training/PPMS_HowToCreateABooking_actual.pdf) .

- In PPMS you can specify working a room temperature or using temperature control: Indicate appropriately!
- If you need TIRF at the Olympus Cell-Sens microscope, please do tick “temperature control” and specify “TIRF” in the popping up “comment” field, so that people are informed lasers are potentially “on”.
- At any time, you can edit your booking by clicking on the pencil symbol and “reschedule” your time slot.
- In case you wanted to cancel your reserved slots please click inside of the reservation you made – a new window will pop up – at the bottom click “cancel session” (please stick to the “cancelation policy” – see below).
- In case you cancel your time slot, being the last user of the day, **you MUST make sure that you or somebody else switches-off the respective microscope**. In case you don’t switch off the machine, being the last user of the day, the remaining time to the next booked slot will be allocated to the user and the group leader charged for that extra time.



- In case you want to receive an automatic notification if somebody else registered cancelled a booking, please use the “receive a notification.....” option at the bottom of the calendar.

You can choose a microscope system and specify a “notification period”:

Note: The automatic e-mail notification to all registered users of a microscope system, whenever a user cancels his/her time-slot has become discontinued by May 1st, 2022.

Cancellation policy:

User cancellations, **24 hours before your reservation starts or while your session is active,** are being recorded.

The following penalty rules will be applied:

- 1.) One cancellation per user and month and microscope system is tolerated (not included cancellations of running slots, if HALF of the booked time is used up)



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- 2.) **Violation of rule 1 / second cancellation leads to a notification to the respective group leader by the facility personnel. It is common sense that rule 1 is skipped then for the coming month for the user concerned.**
- 3.) **Another cancellation violation will lead to charging the group leader the canceled booking time**
- 4.) **Repetitive infringement of the policy will lead to exclusion of user registration for a period of 1-6 months (imposed by the head of facility).**

The respective mail distribution addresses (shown below) for the individual microscope systems are free to be used (only by microscope-registered users) as a kind of information/communication/exchange platform:

- lsm-700.biooptics-lm.facility@lists.maxperutzlabs.ac.at (LSM700)
- Olympus-cell-sense.biooptics-lm.facility@lists.maxperutzlabs.ac.at (Olympus Cell-Sens)
- lsm-980.biooptics-lm.facility@lists.maxperutzlabs.ac.at (valid for LSM980-Airy2-FCS)
- live-spinning-disc.biooptics-lm.facility@lists.maxperutzlabs.ac.at (new SD)
- spinning-disc-microscope.biooptics-lm.facility@lists.maxperutzlabs.ac.at (old SD)
- deltavision.biooptics-lm.facility@lists.maxperutzlabs.ac.at (DV-1)
- cell-discoverer-7.biooptics-lm.facility@lists.maxperutzlabs.ac.at (Cell Discoverer 7)
- stedycon-superresolution.biooptics-lm.facility@lists.maxperutzlabs.ac.at (Stedycon)
- deltavision2.biooptics-lm.facility@lists.maxperutzlabs.ac.at (DV-2 “Ultra”)
- zeiss-elyra-7.biooptics-lm.facility@lists.maxperutzlabs.ac.at (NEW-09/22)

IN House (one list only):

- news.in-house-micro.facility@lists.maxperutzlabs.ac.at (NEW-09/22)



3.1 Booking Rules/Restrictions

3.1.1. GENERAL RULES:

- **!! BOOK NO MORE THAN 2 WEEKS IN ADVANCE!!**
- **!! BOOK NO MORE THAN 3 HOURS/DAY/USER DURING WORKING HOURS (9.00AM-6.00PM) !!**
- **BOOK EXTENDED SLOTS IN THE EVENING OR IN THE WEEKEND:**

ON WORKING DAYS BOOKING SLOTS > 3 HOURS ONLY ALLOWED PAST 4.00PM!

3.1.2. SYSTEM-INHERENT BOOKING RULES:

- **LIVE-Spinning disc II/Nano (room 1.318):**
 - 1.) **The day MUST be booked in an ordered fashion: the first slot MUST start at 9:00am, all follow up slots MUST start after the session before, not to generate unusable “holes” in the schedule and ensure fair usage.**
 - 2.) **For long-term booking (> 3 hours) the following rules have to be obeyed to keep usage fair: During working days: starting not before 4:00pm; During weekends: starting not before 1:00 pm**
 - 3.) **Very long sessions (>16 hours) MUST be performed in the weekend: starting not before Friday 4:00pm**



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- 4.) Ultimately long sessions (>30 hours) MUST be discussed with the facility personnel at least a week before the experiment is planned.
 - 5.) BOOKING ORDER: A normal working day should preferentially be split into three 3-hour time slots: 9:00am-12:00am / 12:00am-3:00pm / 3:00pm-6:00pm.
- **CELL DISCOVERER 7 (room 1.320):**
 - 1.) For long-term booking (> 4 hours) the following rules have to be obeyed to keep usage fair:
 - During working days: starting not before 4:00pm;
 - During weekends: starting not before 1:00 pm
 - 2.) Over-night sessions (max 17hours) MUST be finished latest by 10.00am next day.
Make sure to book enough time for data removal/transfer!
 - 3.) Sessions in the 17-36 hours range MUST be performed in the weekend.
 - 4.) Ultimately long sessions (>36 hours) MUST be discussed with the facility personnel at least a week before the experiment is planned.
 - 5.) Plan extra time for pre-heating & calibrating your samples if you plan to work “live”.

Exceptions to all these rules are only allowed after admission by the facility team!

**EVERYBODY IS RESPONSIBLE FOR
HIS/HER TIMESLOT BOOKINGS!!**

Leaving the Instruments for the next user:



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- It is not your responsibility to take care for the next user to show up – you can leave the system “on”.
- Never switch-off any lasers, fluorescent illumination sources, computers, systems if the next reservation is within 4 hours.
- Switch-off the TIRF lasers, if there is no follow-up “TIRF” booking that day after your slot.
- It is the intention of the facility to keep booking as unrestricted as possible, always putting “fair-use” strategies in front.
- Any kind of violations to the rules will be analyzed and, at worst, penalized down to exclusion of users.



4 DATA:

The facility hosts an acquisition server solution, termed **“HIVE”**, which runs via an internal 10Gbit connection.

The imaging data are transferred off-system directly to the “HIVE” server: how to connect locally is taught during training. There is an individual “HIVE” account for each MPL group. The default password will always be "biooptics1". If groups have changed it, please contact your group leader/members for getting the proper password. Make sure you log-off from the “HIVE” when your session is finished.

The “HIVE” is NO long-term storage data server! Your data will be stored at the server for 6 months at most – then we have them deleted automatically! If you need instruction on how to connect to the “HIVE” from outside, please contact the facility management.

More details on using the “HIVE” server can be downloaded from the facility homepage:

[https://www.maxperutzlabs.ac.at/fileadmin/user_upload/Facilities/BioOptics -
_Light_Microscopy/guides/HIVE_Instructions_v2.pdf](https://www.maxperutzlabs.ac.at/fileadmin/user_upload/Facilities/BioOptics_-_Light_Microscopy/guides/HIVE_Instructions_v2.pdf).

This “HIVE” data management solution does not apply to the Deltavision microscopes (here we use a Deltavision-dedicated Linux-based server solution).



NON-“HIVE” data storage:

Saving your data locally is still allowed and possible. In any case you **MUST** make sure to have your data – in addition - saved somewhere else (or transfer the data via the Intranet – take care: this is a 1Gbit connection only!!), when you have finished working at the microscope. This also applies to any of the image processing units. You can leave your data on the systems’ computers, though they may not be safe there and the facility may always delete them in case memory is running short or performance is compromised.

The rule says:

“Everybody is allowed to delete data in case of memory shortage, irrespective if the data are old, new or who saved it!”

Store your data on the systems’ computers ***ONLY at data- or user-specified drives*** (D:/- and/or “(user) / data”-drives, respectively). Name your folders so that these are easily identifiable – the amount of personalized information content is your own responsibility (see privacy policy). **NEVER use drive C:/ and/or the Desktop as storage locations!**

All improperly stored data will be deleted immediately without notification.

All microscope computers are equipped with access to the Intranet, to “share” drives via Login/Logout (preferred transfer method). **Transfer via external sources** (USB-sticks, hard-drives, etc) **MUST be discussed with facility personnel upfront!**



5 TRAINING:

First time trainees

MUST

- provide an organized experimental strategy to discuss with the facility staff
- already have own samples for a specialized training session

You are only eligible to register for microscope training if you have already attended the “Introductory Lecture BioOptics”, INCLUDING laser safety instructions.

Lectures always take place in the seminar rooms in VBC5, level E1 (Structural Biology Dept.). Dates for the running year are announced regularly on our homepage. **Registration for the lecture is MANDATORY**: To register, use the link to the Termino calendar, available at our homepage in the section “Using a Microscope”.

The introductory lecture also includes a short *course in laser safety* – this is obligatory by law and you will have to confirm in PPMS that you’ve heard and understood the rules. More specialized laser safety rules (TIRF, STEDYCON) will be taught in the respective training sessions and need to be confirmed extra. Usage of TIRF and STEDYCON, respectively, without any special training is **STRICTLY PROHIBITED!**

Training Workflow:

1. Attend the [Introductory Lecture](#) including laser safety instructions.**
2. At the PPMS booking system (<https://ppms.eu/maxperutzlabs>) apply for a [training](#). Fill in and submit the Training Application. We will organize a meeting, discuss most forward strategies and find the proper setup. *
3. A training unit with the facility staff will be organized – training units will be split into "how to do" and "optimize my sample" sessions (on separate days).
4. Before you attend the sessions, please download our [General Administrative Rules](#) and read them thoroughly!

*Optional: facility personnel evaluate potential applicability with user specific samples, if selection of the proper microscope system remains unclear.

**1.) and 2.) may - in rare cases - be switched.



Already registered users, who want to become trained on another microscope MUST again....

- Apply for a training using PPMS([training](#)).
- already have own samples for a specialized training session.

IMPORTANT NOTE ON TRAINING FOR POTENTIAL

CELL DISCOVERER 7 (CD7) USERS:

As the software handling of the CD7 can easily and quickly become very intricate, **we will run a deviant training/usage strategy for this particular microscope:**

- 1) Apply for a training using PPMS([training](#)). We will thoroughly discuss your experimental plan: make sure you have details on the sample container (xx-well, dish; plastic, foil or glass bottom), fluorophores, and time regimen demand.
- 2) **You commit a representative sample to the facility personnel and we will try to set up an adequate workflow.**
- 3) You counter-check the results for being adequate for your purpose with the facility personnel.
- 4) **You will get trained on the *minimal steps only* to start the machine and how to apply the approved workflow strategy.**
- 5) You will get trained on how to handle the data.

Whenever your experimental strategy (including sample itself, sample container, fluorophores, etc.) changes, you have to start-over with the training routine described above.



6 BOXES – ACCESS TO ADDITIONAL EQUIPMENT AND ACCESSORIES:

Access to additional equipment and accessories is regulated in storage boxes in rooms 1.320 and 1.223, respectively. Boxes are labeled on the front side for identification. In 1.223, where we run lasers, there is one box containing Laser Safety Glasses (labeled “LSG”) according to laser safety regulations. Note: Laser safety glasses for the STED microscope (room 1.723) are provided hooked up at the wall aside the microscope.

Room 1.320:

➤ **Green BOX**

○ *Content:*

- *Olympus 20x UApo 0.75 objective*
- *Olympus 40x UPLXAPO 0.95 objective*

Box access: the key is stored in the small key safe: **ask the team** if you want to use one of those objectives





Room 1.223:

4 boxes have been installed in room 1.223. Box “LSG” contains laser safety glasses.
Boxes 1-3 contain tools and accessories.



Keys for the respective boxes are attached to the locks (except for Box “2”) – **NEVER** remove the keys. All keys are clearly labeled corresponding to the box labels.

BOX CONTENTS:

- **BOX “LSG 1.223”**
 - *Content: Laser Safety Glasses*
- **BOX “1”**
 - *Content: Chemicals, Immersion media, Tools, Cleaning stuff and Accessories*
- **BOX “2”**
 - *Content: microfluidics from Köhler group*
- **BOX “3”**
 - *Content: Laser Power Measurement System*

6.1 Boxes - Usage rules:

- 1. Never remove the keys from the boxes' locks!**
- 2. Lock the boxes – don't leave them open.**
- 3. Contents of box 1: the facility personnel MUST be informed if something is running out of stock.**
- 4. Keys for Box “2”: storage is announced during LSM980 training session.**
- 5. It should be common sense to bring back everything IMMEDIATELY AFTER USE to the respective boxes.**
- 6. Penalty system: the facility will run a penalty system monitoring abuse. Any abuse will lead to a “warning” – accumulation of three “warnings” within a year lead to expulsion of facility use.**



7 IMAGE PROCESSING:

Two image processing workstations are available for facility users in the MPL main building in the 6th floor in the “PhD&PostDoc”-room (room 6.508): “Company Licenses” in cubicle box #7 and “Deconvolution” in cubicle box #8.

Whenever you want to use them you **MUST reserve your prospected time in PPMS.**

- 1) Workstation “Company Licenses” is free to all registered and trained users. Don’t forget to book it in the intranet calendar (under Workstations-> “Company Licenses” (Room 6.508))! The account “LICENSES” needs no password to log-on. Use this computer to process or analyze your images from Zeiss, Olympus, Visitron and Deltavision microscopes not to block imaging time directly at the microscope’s computers. The following software packages are available: Olympus Cell-Sens (1.17), Zeiss ZEN 2012 (ZEN Black and ZEN Blue), VisiView 2.08, ImageJ/Fiji, “SOFTWARE SUITE 2.0” (Windows-based off-site version; Deltavision), Photoshop, Illustrator, Acrobat Pro9, Office 2007.
- 2) Workstation “Deconvolution” (termed “Huygens”) is a high-end workstation and can also be used **FREE OF CHARGE! BOOKING** via PPMS (under Workstations-> “Deconvolution (Room 6.508)” is **MANDATORY!**

The account “HUYGENS” is password protected (“huygens”). The professional deconvolution software “HUYGENS” allows not only to deconvolve images from widefield, confocal, spinning disc machines, but also volume and surface rendering, object analysis, co-localization, chromatic aberration correction and even tracking. No specific introduction is currently available. Find an extensive manual aside or visit www.svi.nl for a lot of information (in some cases you need registration @ svi.nl -> there is one account for MPL people available -> username mfpl; password: mfpl).

The computer also hosts IMARIS 9.7 and ZEN2.3 (Blue/Black), including the Macro extension module. Also available: ImageJ/Fiji, ICY (<http://icy.bioimageanalysis.org/>), IMOD 4.9 (<https://bio3d.colorado.edu/imod/>), Cell Profiler 4.1.3 (<https://cellprofiler.org/>).



8 TISSUE CULTURE:

- NOTE: **The tissue culture**, which can be used by our users **was moved to VBC5, Level E4, Room 4.616**. (The outer door says “Institut für Biochemie und Molekulare Zellbiologie der Universität Wien”). For the convenience of the users, the VBC5 tissue culture can be co-used with resident people. The person responsible for the room is Alexander Vogel. For any kind of questions or comments please address him personally (alexander.vogel@univie.ac.at). The room is equipped with two TC-hoods, two incubators (37°C, 5% CO₂), a centrifuge, a Zeiss microscope, a water bath, and a fridge-freezer combo. **If you want to use one of the hoods – please contact the responsible people, as outlined below, IN TIME to become introduced appropriately, how to use and book it.**

IN GENERAL:

- **ONLY use the Incubator/Shelf labeled for usage of Biooptics users to intermediately store your cells for imaging !**
- ONLY incubate mammalian cells! Bacteria or yeast samples are strictly prohibited!
- Everything you place in the incubator MUST also be labeled legible and appropriately to identify whom the samples belong to.
- EVERYTHING UNLABELED WILL BE REMOVED WITHOUT FURTHER NOTICE!
- Make sure you REMOVE ALL YOUR samples after your work in the facility is finished!
- It's your duty to keep everything clean and tidy (includes waste removal [see above]– waste bins and autoclavable bags are provided). For keeping surfaces clean and sterile 70% ethanol sprays can be found in the room.
- In any case you MUST obey the Tissue Culture rules below!!

Official rules of the tissue culture

Tissue cell culture room VBC5 4th floor – General information

- **The contact person for the TC room is Alexander Vogel (Yudushkin group).**
- The responsible person for the TC room is Irma Querques.
- Sumire Antonioli (Leonard group), Alexander Vogel (Yudushkin group) and Toni Manolova (Falk group) will mainly use the left hood, in any case if the left hood is booked and we need to work we flexibly use the other one.
- The two hoods can be used in parallel by two users.



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- Incubators: common usage of one incubator only is fine at the moment (as of November 2023). **Incubator and shelf for the BioOptics users are clearly marked.**
- Everyone teaches mammalian cell culture work and procedures to new users from their respective labs
- General rules:
 - tip boxes should always be taken out of the hood
 - everyone should take care of the TC room, take trash out, keep it clean etc.
 - everyone should label their stuff properly
- General stuff to order with departmental budget (done by Julia Westermayer – Leonard/Querques group)
 - 70% EtOH
 - glass Pasteur
 - small waste bags
- Hood filters and incubators checking is done once a year by the company Lindner (next appointment December 2023).
- A general cleaning day is organized once a year before Christmas by the contact person in accordance with other users.

Tissue cell culture room VBC5 4th floor – General rules

Don't bring unnecessary stuff into this room, no contamination risks, no gloves, no lab coats. We use specific TC equipment and consumables for TC, extra tips as well. Use disposable plastic pipets only.

Avoid contamination from outside

After entering TC you immediately have to wash your hands with soap and then disinfect them with EtOH. Put on your gloves and disinfect them thoroughly.

You must wear a TC room dedicated lab coat with long sleeves and cuffs (ask Julia Westermayer for purchasing one) that can be found inside the room. Tie your hair. Lab coats can be washed if left in the washing kitchen on Floor 0 (Isabel). Lab coats must be washed every 1-2 months depending on usage.

Do not use watches and phone in the TC room. Calculators and timers are available in the TC room.

ANY contamination, large or small, or any unexplained morphology in your cells **MUST** immediately be reported to the TC room responsible person (Alexander Vogel) and the TC room user mailing list.

Mycoplasma

is a genus of tiny bacteria (~0.1µm in diameter) and it is a serious threat to cell culture experiments. To assure that our cultures are safe, every TC room user is doing mycoplasma contamination tests once month. This is executed centrally by technicians. Mycoplasma test will need to be done every time a new cell line/aliquot is used.

For that purpose, just pool your cells and let them grow for at least 3 days without exchanging media, e.g., over the weekend.



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Laminar flow hoods

We have 2 hoods, hence please **empty the laminar flow hood ASAP** so that others can use it. **Don't leave stuff in the hoods if you're not actively using it or taking a break.** Book the hoods in advance via the booking system (PPMS).

Keep extremely clean. Clean incubators with EtOH. If you spill something on the shelves, please clean them immediately with EtOH. If you spill something into the incubator water, the water has to be exchanged immediately and the basin cleaned with EtOH. The **water** is (only) **one time distilled** (MQ can harm the metal).

TC duties

One user for each lab is assigned to do certain duties in a regular manner (once a week). For now (November 2023), those include:

Hood cleaning

Clean hood thoroughly lifting the metallic plate. Ask Toni Manolova (Falk group) to be included in the user and TC duties list.

8.1 Incubator for Yeast ***(Room 1.320):***

RULES and how it works:

- Keep the incubator running all the time!
- Keep the preset temperature adjusted to 30°C all the time
- !! All tubes, falcons, etc... **MUST** be labeled including the user's name!!
- In case you need a different temperature, place a **LEGIBLE** label with the actual temp on the front window (after incubation re-set temp to 30°C)
- !! Clean the incubator, when you spilled something!!
- In case you want to use organisms other than yeast – place a **LEGIBLE** label on the front window
- Don't move the rotator too much or make sure the power cable (lead through a closable opening at the inner rear end of the incubator) remains in place.
- The rotator “on” switch is inside – see image below



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- When the rotator is “on” and moving – the temperature slightly rises over the day – so make sure to set the temp knob slightly below the 30oC label.
- Mind the thermometer inlet from the top when the rotator is moving – don’t slam the thermometer!!
- All inserts can be used either / or (90 degrees) direction with the rotator

Incubator



Rotator



Inserts



9 BIOSAFETY:

Room 1.223 is registered as a Biosafety-Level 2 (BSL2) room. For all BSL2 work, the standard rules (MPL Biosafety rules) also apply for VBC5-level E1. Particularly you must be officially registered as working with BSL2 material. **All BSL-2 work MUST be announced to the facility staff BEFORE YOU START OVER!**

In brief, you must bring your samples in closed, fail-safe containers. Any kind of “open” manipulation is only allowed in the Tissue Culture in the BSL2 designated hood (see above – only animal cells!!) and at the respective microscope site with all mandatory preventive measures. Before you start working you must put up the label (provided at the inner side of the entrance door) at the entrance door, warning all others that a BSL 2 experiment is currently performed in Room 1.223! Important: **ALL USERS WORKING IN THE ROOM, WHILE A BSL2-EXPERIMENT IS RUNNING, MUST WEAR LAB-COATS** (provided behind the entrance



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door or bring your own). Potentially BSL2 contaminated coats must be removed and decontaminated by the BSL2 user immediately. BSL2 users must also label the respective cubicle (curtain) with a “BSL2-experiment running” warning label (put it up outside on the curtain!). BSL2 users must bring their own cleaning and decontamination solutions (e.g. EtOH; NEVER use hypochlorite for microscope equipment) – if you are not sure which solvents are allowed contact the facility personnel. At the microscope you must provide a labeled waste container, which must be removed and the waste discarded by the BSL2 user immediately after work is finished. Standard cleaning of objectives is still mandatory – even in case there was no contamination with BSL2 reagents! Decontamination measures: You must thoroughly decontaminate all non-optical surfaces (stage-inserts, stage, environmental box interior/exterior, joystick, computer equipment, etc....) at the microscope unit. In case the BSL2 user contaminates optical components, the facility staff MUST be informed BEFORE you try to de-contaminate!



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10 USER FEES:

The facility will charge usage of facility instrumentation according to published guidelines: Currently a flat-rate user fee of 4,10 €/hour (net) per microscope (valid by January 2023) will currently be charged. Group leaders will receive respective bills quarterly. For more details check back at MPL Intranet -> facilities (<http://www.intranet.mfpl.ac.at/index.php?mid=4>) -> BioOptics-LM -> download the “user fee strategy 2019”-file.



11 GENERAL COMMENTS:

- It should be common sense that it is the **USER'S RESPONSIBILITY to keep everything clean and tidy** and treat the instrumentation as if it would be their own!!!
- **Remove empty containments (believe it: there is waste bins around)**
- **USAGE OF OIL IMMERSION OBJECTIVES: due to the fact there is a trend to oil spoilage, please DO READ AND FOLLOW the following rules:**

*OIL "OVERLOAD" CAN ONLY HAPPEN, IF PEOPLE SCREENING
MULTIPLE SLIDES REPLENISH OIL AT EVERY CHANGE OF THE SAMPLE.*

THE EASIEST WAY TO AVOID THE "OVERLOAD" IS:

1. *WHEN CHANGING SAMPLES, TAKE A SHEET OF LENS PAPER AND WIPE AWAY EXCESS OIL AROUND THE LENS! ONLY THEN APPLY OIL TO THE NEXT SAMPLE (see also comment 2)!*
2. *OIL FROM AN INITIAL SLIDE IS USUALLY SUFFICIENT FOR A FEW MORE SLIDES (IF YOU DON'T MOVE TOO MUCH ALONG THE SAMPLE). THERE IS NO NEED TO PUT OIL ON THE NEXT SLIDE EVERY TIME!*



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GENERAL COMMENTS continued

- Remind the facility personnel **IN TIME** in case something is running out-of-stock
- Don't remove equipment from other microscopes! In case you borrow something (e.g. stage inserts, etc.) place a large and legible notice "who" has taken it and "at which system it is used now". Put it back IMMEDIATELY when you don't need it any more.
- Kim Wipes tissue ("Cleanex") to clean slides (never any optics / lenses!) is provided in rooms 1.223 (behind the door) and 1.723 (in the board near the sink), respectively. Help yourself if you need some!



12 ACKNOWLEDGEMENTS

!! How and when to acknowledge the facility !!

Many users are not sure whether and how they should acknowledge the work done by core facilities and we would like to give some advice on this issue. The following outline is accorded by the facility's user committee.

Acknowledgements or co-authorships are important for core facilities as they provide an **indicator of the value of a facility** and, as such, facilitate raising financial and political support in the future.

The main principles you usually apply for scientific collaborators should not be different for facility personnel.

Still, the final decision resides with the corresponding authors/principal investigators to acknowledge the facility services, even if the recommendations below are not fulfilled.

Acknowledgement

seems appropriate for **any service extending standard training routines or standard troubleshooting services**. For example, if the facility personnel invest time to personalize experimental ideas or post-acquisition data analysis with a no longer negligible effort. Then, please mention the facility in the acknowledgement section (thank the facility personnel for valuable, specified or extended "help", "service", "advice", "support") of your manuscript (please let us know when you do so!).

Co-authorship

IS appropriate if a facility team member performs advanced data analyses (e.g. programming macros/plugins for later analysis), (co-)develops novel resources or methods (e.g. preparation or staining protocols, specialized instrument setups), significantly contributes to creation or adaptation of finally successful experimental designs, personally acquires images or contributes significantly to any other important part of the publication. Conclusively, if any of your data presented (images, tables, charts), would not become published without the help of any biooptics facility team member.



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13 “IN HOUSE” MICROSCOPES

Five microscope systems (one in each floor + teaching microscope) in the MPL main building have been upgraded to state-of-the-art technology. They are fully motorized, host high-end CCD/sCMOS cameras and are fully equipped for fluorescence/brightfield (some also for phase/DIC) imaging.

***Irmgard Fischer** is the **responsible person** for these microscopes: she helps in **training and troubleshooting** and maintenance/service.*

To apply for a training please use PPMS ([training](#)).

*Irmgard Fischer; Facility Technician; Rooms 5.528/5.530; Tel. ext. 52866;
Irmgard.fischer@univie.ac.at*

Detailed description and configurations of the respective microscopes can be downloaded from the BioOptics homepage: <https://www.maxperutzlabs.ac.at/research/scientific-facilities/biooptics-light-microscopy.html>

Note that the “In House”-Microscopes have their own ADMINISTRATIVE RULES:

https://www.maxperutzlabs.ac.at/fileadmin/user_upload/Facilities/BioOptics_-_Light_Microscopy/in-house/In_House_Microscopes_Administrative_rules_version_2_1_may20th2021.pdf



14 PRIVACY POLICY AND DATA PROTECTION

In line with the newly enforced General Data Protection Regulation (GDPR; valid by May 25th, 2018) we would like to inform you about the data policy we follow in our facility.

The policy describes the data the facility will/must (potentially) collect. In this sense, personal data includes information which either identifies you (name, address, email, telephone number) or the data you produce in our facility. Personal data will be collected by the facility throughout the whole training routine (e.g. lecture attendance, user and laser safety confirmations).

You understand that all relevant registration/training/confirmation data are saved electronically and/or in an analog (print) format. Please confirm you understand that personal data (name, phone number, email) are provided for registration purpose and booking processes via the Intranet. Any of these data will not be provided to any third party, except it is legally mandated by the GDPR or any hierarchically outranked law/act/statute or statutory requirement.

How far users “personalize” their data folders/data description produced at facility instrumentation depends on the user itself. You herewith confirm that you understand that the imaging data will not be saved in a user restricted manner and can potentially be seen and handled by any registered user and the facility personnel.

Personal data you (may) provide when using facility equipment:

- Contact information such as name, business address, phone number, email address
- Registration information such as usernames and passwords

Personalized information may be requested/required in one or more scenarios, as detailed below:



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- Standard communication channels (phone, email)
- Information flow via mail distribution lists
- Booking cancelations and information to other registered users
- approaching facility administration/personnel for help
- instrument usage/ data production
- instruction confirmations
- data saving
- data storage
- issue reporting
- non-anonymous surveys
- training registration
- facility teaching activities
- “face-to-face”-meeting (one on one meeting especially with PIs)
- workshop and demo attendance/registration

Your personal data will be saved as long as you are a registered user of the facility.
Imaging data at servers will be automatically deleted after 6 months.

At any time, you have the right to inspect the personal data we have/store and get copies thereof. Any change of our privacy policy will be announced and you must renew your consent given.

By signing the “Training Confirmation” you ultimately agree to the privacy policy and data safety regulations of the central facility biooptics-light microscopy.

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